

## **Public Health Educator II**

### **Nature of Work**

This is very responsible work involving the delivery of health education programs and services to eligible individuals in the service area for the regional Health Department. Activities associated with the job include designing and conducting research studies to determine community health education needs, preparing and obtaining health education materials for health education programs, providing and/or seeking consultation on health care issues and assisting with annual budgetary activities. Additional activities include evaluating health care educational programs and services, preparing and reviewing operating records and reports and establishing community partnerships to assist with health related programs and initiatives. Job responsibilities require college level coursework in health education, human nutrition and/or related fields, considerable knowledge of available health and nutritional programs and services in the area, strong organizational, interpersonal and decision making skills, ability to analyze data and related information and deliver effective educational programs and individual and/or group counseling sessions. Incumbents must also be capable of performing the physically demanding aspects of the job including considerable driving, standing and moderate lifting in a variety of weather conditions. Job performance is evaluated by the Regional Director through review of the level of service provided to clients, knowledge and expertise in nutrition and health related fields, interpersonal, organizational and decision making skills, ability to deliver effective educational programs and the accuracy and thoroughness of submitted reports and related documentation.

### **Illustrative Examples of Work**

- Designs and conducts research studies to determine community health education needs; plans health education programs based upon research study results and selects appropriate strategies for implementing health education programs.
- Prepares and obtains health education materials for use in health education programs and makes presentations explaining health care services and activities.
- Designs and conducts relevant in-service training programs for health department employees and regional health education conferences.
- Provides and seeks consultation on health care issues and attends relevant continuing education programs, state and regional health education conferences, etc.
- Assists with annual budget preparations and assists executive level staff in identifying, obtaining and utilizing funding sources for health education activities.
- Evaluates health care educational programs and services by conducting and reviewing educational programs and services.
- Conducts evaluation surveys; administers pre-tests and post-tests and analyzes statistical information acquired.
- Operates a variety of audio-visual equipment when making public presentations and/or conducting health education programs.

- Maintains, prepares and reviews operating records and reports.
- Remains current and assists with various community health promotion programs and services in the region.
- Collaborates and forms community partnerships to assist in accomplishing health promotion and education goals and objectives for the region.
- Assists with coordinating special health promotion initiatives including the Tennessee Adolescent Pregnancy Prevention Initiative (TAPP) and violence/rape prevention plans.
- Attends health council meetings and submits reports on the Health Promotion Plan and other Health Promotion activities.
- Identifies people and agencies in the community and/or health department that can offer assistance to patients; updates an inventory of community agencies and health department programs which offer health and/or social services and refers patients to appropriate agencies bases upon their assessed needs.
- Develops programs aimed at improving the health status of the community and/or targeted populations and services on multi-agency committees to jointly resolve problems.
- Promotes community nutrition and health education activities; initiates health education and promotion activities for the health department and other agency staff and conducts health promotion seminars including food demonstrations, grocery store tours, smoking cessation, weight management, etc.
- Creates bulletin boards, displays and other visual aids for health fairs and other community events sponsored by schools, civic groups, targeted populations, etc. and provides recipes, articles and/or demonstrations to local media to promote proper nutrition.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited college or university with a Bachelors Degree in health education or related field and experience equivalent to one year of full-time professional health education work (qualifying full-time experience in health education work may be substituted for the required education on a year-for-year basis to a maximum of four years); strong interpersonal, organizational, analytical and decision making skills; ability to compile and analyze detailed and complex information; considerable knowledge of health related and social services available in the community; strong presentation skills; sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions; or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Thorough knowledge of health related problems and illnesses including the appropriate diagnostic tests and procedures required to identify ongoing chronic and/or critical illnesses and related health problems.
- Thorough knowledge of health related, nutrition and social service agencies in the community available to assist clients.
- Thorough knowledge of available teaching aids, brochures, posters, films, etc. for educating patients about proper health and nutritional practices.

- Thorough knowledge of acceptable medical interventions and patient care plans required to prevent nutrition related illness and health complications.
- Thorough knowledge of federal (USDA) and state health department regulations governing the delivery of health promotion services.
- Thorough knowledge of the Women, Infant and Children (WIC) program including eligibility requirements, breastfeeding techniques and available services.
- Thorough knowledge of HIPAA regulations governing the storage and dissemination of protected medical information.
- Thorough knowledge of effective educational methods and techniques including the use of display boards, projectors, audio-visual devices, etc.
- Thorough knowledge of acceptable interviewing techniques and practices utilized to obtain medical and lifestyle related information from patients.
- Considerable knowledge of proper grammatical form utilized for preparing reports, memoranda and correspondence.
- Ability to interact in an effective and professional manner with clients, co-workers, physicians, social service providers and local and regional officials.
- Ability to effectively prioritize daily, weekly and monthly activities and meet all established deadlines and reporting requirements.
- Ability to compile data, analyze existing trends and prepare detailed reports and supporting documentation required to comply with legal and programmatic requirements.
- Ability to provide effective individual and group counseling sessions and facilitate involvement by all individuals attending the session.
- Ability to deliver informative educational sessions to individuals and groups.
- Ability to provide effective technical assistance and timely data and information to medical clinics, social service agencies, etc.
- Ability to effectively evaluate the effectiveness of health promotion programs and plans by interviewing patients and determining their compliance with established goals and objectives.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.

### **Necessary Special Requirements**

- Graduation from an accredited college or university with a Bachelors Degree in health education or related field and experience equivalent to one year of full-time professional health education work (qualifying full-time experience in health education work may be substituted for the required education on a year-for-year basis to a maximum of four years).
- Certified Health Education Specialist preferred.
- Possession of a valid Tennessee Drivers license and the ability to be insured at standard vehicle liability rates.